

CCAF Professional Manager Certification Program

**** The CCAF Credentialing Programs Flight is experiencing a high volume of Professional Manager Certification applications. Please allow at least 60 days for processing. ****

The Professional Manager Certification (PMC) is a professional credential awarded by CCAF that formally recognizes an individual's advanced level of education and experience in leadership and management, as well as professional accomplishments. The PMC is a culmination of a military members Enlisted Professional Military Education (EPME), military experience and continued dedication to education.

Eligibility: The PMC is primarily designed for Air Force SNCO's. However, any enlisted Airmen who meet all program requirements may be nominated and awarded the PMC. Once an individual retires, separates or is commissioned, they are no longer eligible for the PMC. All program requirements must be completed prior to retirement, separation or commissioning.

PMC Program Requirements:

- Awarded the 7 skill-level (Craftsman) or higher.
- Complete ALS (In-residence or correspondence)
- Complete NCOA (In-residence or correspondence)
- Complete SNCOA (In-residence or correspondence course)
- Complete 30 semester hours of leadership/management coursework.
 - At least 6 semester hours of the leadership/management coursework must be completed from an accredited civilian college or by testing credit (CLEP/DSST/Excelsior).
 - Civilian courses must emphasize the fundamentals of leadership and/or management of human resources. Examples of courses, but not limited to:
 - Principles of Management
 - Personnel Management
 - Human Resource Management
 - Principles of Supervision
 - Organizational Behavior
 - A copy of the civilian college transcript reflecting completion of acceptable leadership/management courses is required. The college transcripts do not have to be official copies, but must include the members name, the course taken, credits received and the grade received.
 - All civilian management courses will be evaluated by CCAF/DEAL staff.
 - A copy of the CCAF transcript is not required.
 - Credit earned by completion of EPME is applied towards the 30 semester hour requirement.
- Awarded CCAF degree.
- Recommended for certification by the unit commander or commandant.

Nomination Procedures: The PMC Program requires a formal application process, with recommendation by the individual's unit commander or commandant. If you feel you qualify for the PMC, please follow the directions below. CCAF/DEAL will evaluate your education record and submitted documents.

Note: Due to the high level of interest in the PMC Program, CCAF cannot provide an initial review of each member's record, or provide an initial evaluation of status, prior to the member submitting their PMC nomination package. Often, courses on the member's civilian college transcript will require an evaluation for acceptability. Therefore, interested members must submit all required documents and follow the guidance below.

Note: The PMC nomination package must include a copy of civilian college transcripts, applicable CLEP/DSST exam score reports, and signed letter of recommendation.

1. Complete the Letter of Recommendation and coordinate for the unit commander's or commandant's signature.
2. Collect civilian college transcripts and/or applicable CLEP/DSST exam score reports.
3. Scan and E-mail the required documents to ccaf.deal@us.af.mil. This is the preferred method for submitting nomination packages.
4. If you are unable to scan and E-mail your nomination package, the required documents may be mailed to:

Community College of the Air Force
Credentialing Programs
100 South Turner Blvd
Maxwell-Gunter AFB, AL 36114-3011

5. DO NOT include a copy of:
 - MPF records
 - DVB/Biography
 - EPR's
 - Awards/Decorations
 - CCAF transcripts
 - AFVEC or AFEMS records
 - Diplomas.
6. Upon receipt of PMC nomination package, CCAF/DEAL will complete an evaluation and validate all program requirements are met.
7. If a member is denied award of the PMC, they may reapply upon completion of all program requirements.

Awarded PMC: Individuals awarded the PMC will receive a certificate and the PMC will be officially recorded on the member's CCAF student record and CCAF transcript. Contact the base education center for updating MilPDS record.

For more information, contact the CCAF Credentialing Programs Flight at DSN 749-5020 / (334) 649-5020 or e-mail ccaf.deal@us.af.mil.

Information current as of July 14